

OPERATING PLAN FOR

**Permit-by-Notification
Solid Waste Collection, Storage and Transfer Facility**

Date:

**SECTION I
FACILITY IDENTIFICATION**

Facility Name:

Mailing Address:

Street Address:

Permit Number:

Facility Type: Collection, Storage and Transfer Facility

Average Quantity of Waste the Facility Is Designed to Receive Daily: _____ tons per day *[This number must match the capacity indicated in Section V of the Permit-by-Notification application form. Also note, this number must not exceed 30 tons per day on average annually (ref. Env-Wm 2107.02(d))]*

Maximum Quantity of Waste to Be Stored at the Facility: _____ tons *[This limit must match the total storage quantity indicated in Section V of the Permit-by-Notification application form, and must not be greater than 14 times the maximum quantity of waste the facility is authorized to accept on average daily under the permit-by-notification. Note, this limit does not include stored processed select recyclable materials which are properly stored and are being actively managed (ref. Env-Wm 2107.02(d))]*

Facility Service Type: Limited Public _____ *[ref Env-Wm 102.151]*

Facility Service Area Description *[identify the town(s) and/or other agencies or political subdivisions of the state which will use the facility]:*

[Note: A permit-by-notification facility must not receive out-of-state waste (ref Env-Wm 2904.03(h))]

Permittee/Facility Owner Name:

Mailing Address: _____ Telephone #

Property Owner:

Mailing Address: _____ Telephone #

Operator(s) Name:

Mailing Address: _____ Telephone #

SECTION II PROHIBITED AND AUTHORIZED WASTES

1. **Prohibited Waste:** This facility is not permitted to receive any of the following types of solid waste: asbestos waste; explosive waste; contained gaseous waste; liquid waste; infectious waste; animal carcasses; contaminated soils and other absorbent media; and any waste generated outside the borders of New Hampshire.

Other prohibited wastes include *[specify if applicable]*:

2. **Authorized Waste:** The facility is limited to receiving the below listed types of solid waste only, subject to the prohibitions specified above. Check (✓) all types that this facility is authorized to accept under the provisions of the Permit-by-Notification *[see Section VI of the Permit-by-Notification application form]*. The items checked below constitute the only types of solid waste the facility is authorized to collect, store and transfer. However, certain other waste management activities may occur at the same site, if reported in Section VII of the Permit-by-Notification or if reported under Section VII,2.(d) of this manual.

<input type="checkbox"/>	Mixed municipal solid waste, as defined by Env-Wm 102.108, namely "solid waste generated at residences, commercial or industrial establishments, and institutions, but excluding construction and demolition debris, automobile scrap and other motor vehicle waste, infectious waste, asbestos waste, contaminated soil and other absorbent media, and ash other than ash from household stoves".						
<input type="checkbox"/>	Select recyclable materials, which have been sorted/separated by the generator (i.e. source separated), as follows:						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Bulky waste, as defined by Env-Wm 102.23, namely "large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, large auto parts, tires, and ... tree stumps"(*), as follows:						
	<input type="checkbox"/>	<u>appliances/ white goods</u> (note: white goods potentially containing CFCs and/or PCBs must be stored separately in a location accessible to qualified personnel who must examine each article and remove/extract the CFCs and/or PCB components in accordance with applicable regulations)					
	<input type="checkbox"/>	<u>furniture</u>					
	<input type="checkbox"/>	<u>large auto parts</u> (e.g., frames, fenders, bumpers)					
	<input type="checkbox"/>	<u>tires</u> (Note: tires must be collected and stored only in accordance with Env-Wm 2605.)					
	<input type="checkbox"/>	<u>other</u> (specify):					
	(*)Note: Pursuant to Env-Wm 302.03(b)(6), no permit is required to actively manage stumps by above-ground methods, not including composting. Therefore, although stumps are classified as a "bulky waste", the collection, storage and transfer of stumps at this facility is permit-exempt and should be reported under Section VII,2.(d) of this manual; unless already reported in Section VII of the Permit-by-Notification application.						
<input type="checkbox"/>	Inert construction and demolition debris as defined by Env-Wm 102.88, namely "construction and demolition debris which is comprised of materials that do not degrade, combust or generate leachate", as follows: (check all of the following which this facility will receive):						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Other construction and demolition debris, limited to:						
	<input type="checkbox"/>	untreated/unpainted wood and lumber			<input type="checkbox"/>	treated/painted wood and lumber	
	<input type="checkbox"/>	carpeting			<input type="checkbox"/>	plastic/vinyl	
<input type="checkbox"/>	Wood ash from household stoves						

SECTION III ROUTINE OPERATIONS PLAN

1. Hours of Operation The days and hours the facility will be opened to receive and transfer wastes will be as specified below. All active and routine facility operations, including waste disposal, facility inspections, maintenance, repairs and monitoring, will occur between 6:00 a.m. to 6:00 p.m. under normal non-emergency circumstances.

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

2. Facility Access Control The types of access control to be employed by the facility to prevent unauthorized use are indicated below. *[Check (✓) those methods which are applicable to the facility]*

[Env-Wm 2705.02(a) requires that access to the facility be controlled to prevent unauthorized entry and use. Additionally, Env-Wm 2803.03 requires that the perimeter of the facility be fenced in a manner as to restrict unauthorized access to the facility, except no fence will be required if the natural site features restrict access to the site, or all waste handling, storage and disposal areas at the facility are wholly contained within locked structures or devices when the facility operator is not present. Weather resistant signs, which state that access is restricted, must be posted around the perimeter of the facility site wherever fencing is not required due to the presence of natural features or locked structures as described above. The lawful access points to the facility must be secured by locked gates, or the equivalent, during times when the facility operator is not present.]

_____ Perimeter fencing

_____ Locked building(s)

_____ Locked gate

_____ Locked container(s)

_____ Natural Barriers (describe):

_____ Access Restricted signs which read as follows:

_____ Other (specify):

3. Signs and Postings Signs and Postings at the facility will include the items listed below *[ref. Env-Wm 2805.05]*.

(a) Legible signs must be posted near each public entrance to the facility and must include: (1) the facility name and permit number; (2) the name, address and telephone number of the permittee; (3) the days and hours that the facility will be open to receive waste; (4) the types of waste accepted; and (5) a statement that unlawful dumping shall be subject to fine and prosecution.

(b) A copy of the permit, including a complete copy of the operating plan of record and a complete copy of the facility closure plan, must be maintained at a location accessible for use by the facility operators, and for inspection by the New Hampshire Department of Environmental Services.

- (c) A copy of the authorization page of the facility's Solid Waste Permit, bearing the permit number and the authorization signature, must be prominently displayed at the facility.
- (d) Current operator certification certificates, obtained pursuant to the provisions of Env-Wm 3300, must be prominently displayed at the facility.
- (e) All municipalities and waste haulers must affix ownership identification and/or the facility or company logo to all waste containers used in conjunction with the operation of the facility (ref. RSA 149-M:10,II and Env-Wm 2704.07(b)). *[specify if applicable]:*
- (f) Other signs or postings *[specify if applicable]:*

4. On-site Traffic Patterns Facility operations must be conducted in a manner that does not allow incoming or exiting vehicles to obstruct the safe passage of traffic on any public road leading to and from the facility. Facility operations must be conducted in a manner as to accommodate on-site traffic flow in a safe and efficient manner. Where public drop-off is allowed, separate access for passenger vehicles must be provided. *[Attach a plan which shows access ways and all on-site traffic patterns and loading and unloading areas.]*

Plan reference/identification *[title or figure number, etc.]:*

5. Waste Acceptance and Rejection Procedures Only authorized wastes, as specified in the permit, may be accepted by the facility. Incoming wastes must be inspected and, if necessary, sampled and analyzed to assure the facility accepts authorized waste only. All unauthorized waste must be rejected by the facility. The permittee must advise the transporter of a rejected waste as to potentially available alternative facilities which the permittee believes or knows to be authorized to receive the type of waste being rejected. Out-of-state waste must not be accepted at permit-by-notification facilities (ref. Env-Wm 2904.03(h)).

(a) Unloading and sorting procedures will be as described below. *[Check (✓) those procedures which apply to the facility.]*

_____ Wastes will be unloaded directly into the appropriate containers by the person(s) delivering the wastes. Wastes which will be unloaded in this manner include *[list]:*

_____ Wastes will be unloaded onto a tipping floor or pad and sorted into designated containers by the facility's attendant(s). Wastes which will be unloaded in this manner include *[list]:*

_____ Other unloading procedures *[describe and list applicable waste types]:*

(b) Waste inspection procedures All transfer containers (and/or stockpiles of waste, as may apply to tires, scrap metal, appliances or other waste stored in accordance with Env-Wm 2104.05) will be visually screened by the facility attendant on a routine basis to identify and remove unacceptable waste. Additional waste inspection procedures will be as described below. *[Check (✓) those procedures which apply to the facility.]*

_____ Relative to the collection, storage and transfer of source-separated recyclable materials, as defined in Env-Wm 102.158, individual users of the facility are expected to participate in the inspection and sorting of the wastes which they deliver. The facility attendant will oversee such activities and instruct users to immediately remove any unacceptable waste which they may deliver. Wastes which will be inspected in this manner include *[list]*:

_____ Relative to the collection, storage and transfer of mixed municipal solid waste, the attendant on duty will periodically intercept bags of wastes prior to their placement in the authorized transfer container and will visually inspect the contents to determine that no unacceptable wastes, as specified in Section II of this manual, have been received.

_____ Other inspection procedures to identify and remove unacceptable wastes are as follows *[specify]*:

6. Waste Quantity, Source and Destination Monitoring Procedures The quantity, source and destination of all incoming waste, outgoing waste and, if applicable, certified waste-derived products produced by the facility must be measured and recorded in the facility operating record (ref. Env-Wm 2805.06(a) and Env-Wm 2805.09).

(a) Waste Quantity The quantity of each incoming and outgoing waste will be measured and recorded by the method(s) described below *[Check (✓) one or more]*.

_____ Scales will be used by the facility to provide a weight record for the following incoming/outgoing wastes *[specify]*:

_____ Designated storage container(s) will provide a volume measurement record for the following incoming/outgoing wastes *[specify]*:

_____ The final destination facility will provide scale receipts to record the quantity of the following outgoing waste *[specify]*:

_____ Other *[specify]*:

(b) Source Monitoring Procedures followed to determine and record the source of all incoming waste will be as follows *[specify the procedure(s) followed for each incoming waste]*:

(c) Destination Monitoring Procedures followed to determine and record the destination of all outgoing waste will be as follows *[specify the procedure(s) followed for each outgoing waste]*:

7. Storage Time and Capacity Limits The maximum total quantity of waste permitted to be stored at the facility is indicated in Section V of the Permit-by-Notification and in Section I of this manual. All waste storage and transfer procedures must also meet the following additional requirements:

- (a) All solid waste received at the facility must be actively managed;
- (b) All solid waste leaving the facility must be transferred to an authorized facility;
- (c) Waste must not be stored at the facility for a period of time which results in a condition adversely affecting the environment, public health or safety, including conditions that attract insects and vectors, generate odors or leachate, or have the potential to cause fire or explosion.
- (d) Putrescible wastes must be transferred from the facility before producing a noticeable odor or within one week of its receipt by the facility, whichever is earlier.
- (e) If the facility manages tires, they must be stored and transferred in accordance with the applicable requirements of Env-Wm 2605.02.

Procedures for monitoring compliance with the above-listed requirements will be as follows *[specify for each type of waste]*:

8. Collection, Storage and Transfer Procedures *[Describe, in detail, the procedures employed by the facility to collect, store and transfer each type of waste received.]*

Collection *[describe waste collection methods and the related operating procedures]*:

Storage *[describe waste storage methods and the related operating procedures]*:

Transfer *[describe waste transfer methods and the related operating procedures. Also identify the destination of each waste type leaving the facility]*:

SECTION IV
FACILITY MAINTENANCE, INSPECTION AND MONITORING PLAN

1. This section of the manual addresses all routine maintenance, inspection and monitoring requirements necessary to assure the integrity of facility operations, including a description of the measures to be undertaken to monitor and inhibit the following :

Spontaneous Combustion:

Other Fire Hazards:

Vector Production:

Generation of Methane:

Hazardous And/or Explosive Gasses:

Odors:

Dust:

Windblown Litter:

Leachate:

Spills:

2. [In addition to the above-listed items, this section should also describe any additional procedures which are necessary for operation of the facility in accordance with RSA 149-M, The New Hampshire Solid Waste Rules, and the facility permit. These procedures may include the following:

Additional measures which must be taken to maintain the facility including the building, the site, and facility equipment;

Site-specific management procedures to prevent the discharge of pollutants to the air, surface water or groundwater (ref. Env-Wm 2702);

Management procedures required to prevent discharge of pollutants to drinking water aquifers under Part Env-Ws 420, Groundwater Reclassification and Env-Ws 421, Best Management Practices;

Procedures to assure that solid waste management activities do not take place beyond the location(s) shown on the site plan and authorized under the permit;

Procedures to assure that setbacks and facility siting standards are maintained. These procedures would apply to: maintaining property line setbacks; maintaining surface water setbacks under the Shore land Protection Act or Rivers Management and Protection Program; as well as preventing encroachment on wetlands, the 100-year flood hazard zone, lands subject to flowage rights, and habitat for endangered species;

Measures taken to maintain features which minimize adverse impacts to surrounding properties such as stockade fencing, landscaping berms or other vegetation (ref Env-Wm 2803.04); and

Any other operating procedures required to provide sufficient detail to allow the certified operator or other trained facility personnel to operate the facility in compliance with RSA 149-M, the permit and the solid waste rules without further explanation or guidance.]

SECTION V CONTINGENCY PLAN

Identify potential emergencies such as fire, explosion, operator injury, etc. based on the type of facility and wastes being handled and describe the appropriate response by facility personnel for each emergency:

Fire:

Explosion:

Operator Injury:

Other Potential Emergencies:

The following local and state officials must be contacted in the event of an emergency at the facility:

Fire Department:

Ambulance Service:

Police:

NH Department of Environmental Services:

Fire Marshal:

Other (specify):

Other (specify):

Other (specify):

SECTION VI EMPLOYEE TRAINING PROGRAM

Operator Certification. Facility operators must be trained and certified in accordance with the requirements of Chapter Env-Wm 3300 of the Solid Waste Rules. In order to receive certification, applicants must fulfill the education and experience qualifications specified in Env-Wm 3305, submit an application on forms provided by the Department, attend the Department's operator training program, and pass an examination applicable to the level of certification being sought. For more information on the certification program, contact the Solid Waste Operator Training Program of the New Hampshire Department of Environmental Services at (603) 271-2900.

Certification Workshops. Operator certification is valid for one year from the date of issuance. In order to renew their certification, all certified facility operators must attend at least one annual workshop administered or approved by the Department of Environmental Services. If a certificate holder fails to attend an annual workshop, then he/she will be ineligible to renew their certification. A calendar of upcoming solid waste facility workshops may be obtained from the Solid Waste Operator Training Program at (603) 271-2900.

Employee training programs will also include the following *[specify]*:

Safety Training:

Special Equipment Training in Accordance with Manufacturer Recommendations:

Other Training:

SECTION VII RECORD KEEPING AND REPORTING

Record keeping at the facility must comply with the requirements of Env-Wm 2805.06, Facility Operating Record and Env-Wm 2508.07, Reporting Requirements. Record keeping and reporting will include the following:

1. Facility Operating Record

- (a) The permittee must compile and maintain records at the facility which document all phases of facility operations, including the following information:
 - (1) Identification of the facility by name, location by street and municipality and permit number;
 - (2) Identification of the permittee by name, address and telephone number;
 - (3) Identification of all facility operator(s) by name, address, certificate number, and date(s) of employment at the facility;
 - (4) Quantity, type, source and destination of all waste received by the facility;
 - (5) Quantity, type and destination of all waste generated by the facility, if any, including bypass waste and residual waste;
 - (6) Quantity, type and destination of all certified waste-derived products produced by the facility, if any;
 - (7) Record of inspections, maintenance, and repairs;
 - (8) Record of accidents, violations, remedial and emergency event response actions;
 - (9) Record of complaints received and related response actions;
 - (10) Data from all environmental monitoring performed at or for the facility, whether required by the solid waste rules or the permit or undertaken voluntarily;
 - (11) Documentation of contact with the waste management district(s) served by the facility as required by Env-Wm 2805.12;
 - (12) Other information and documentation as required by the terms and conditions of the permit.
- (b) The operating records identified in (a) above must be maintained at the facility at all times during the active life of the facility, unless approval is granted pursuant to the provisions for a type V permit modification in Env-Wm 315 or a waiver to relocate or destroy the record.
- (c) Operating records must be made available for department inspection and copies provided to the department pursuant to Env-Wm 3700.
- (d) Following closure of the facility, the operating records must be maintained at a location approved by the department in the closure plan, unless destruction of the records is approved pursuant to the provisions for a type V permit modification in Env-Wm 315.

2. Reporting Requirements

- (a) The permittee must notify the department in writing within 30 calendar days of any change in the facility address, telephone number, key certified operators and contact person(s).
- (b) The permittee must file an annual facility report by March 31 for the prior calendar year for each year, on forms provided annually by the Department of Environmental Services (Department). If a form is not received from the Department the permittee should contact the Waste Management Division Planning and Community Assistance Section at 271-2900 to obtain the proper form.
- (c) The permittee must report all changes in operational and ownership control in accordance with the

provisions for a type III or type IV permit modification, as applicable, pursuant to Env-Wm 315.

(d) Relative to co-existence with other activities, the permittee must notify the New Hampshire Department of Environmental Services in writing prior to conducting the following activities at the facility not specifically authorized in the permit (ref. Env-Wm 2801.02 and Env-Wm 2805.07(d)):

(1) Any activity not regulated by the Solid Waste Rules but involving a waste listed in Env-Wm 101.03 (The Solid Waste Rules do not apply to these wastes, but permittees must notify the NH Department of Environmental Services prior to conducting activities with any of them at the facility); and

(2) Any activity that is permit-exempt in Env-Wm 302.03.

(e) The permittee must report, as soon as practicable, all incidents or situations which involve an imminent and substantial risk to human health, safety or the environment and/or constitute a violation of the solid waste rules or the facility permit. This reporting must be as specified in Env-Wm 2705.09.

3. Other reporting requirements specific to this facility include the following *[specify]*: